

10 March 1972

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II #5-72,  
Section II

Student Body

1. Twelve students attended the course. They ranged in grade from GS-04 through GS-12 (average, GS-07) and in length of service from one year through nineteen years (average, 6.5 years). They represented the following offices:

AF	1
EUR	2
FE	2
ISD	1
NE	1
SB	3
WH	2

2. There were seven cancellations before the course began.

Course Content and Presentation

3. There were no changes in either. However, since this was a fairly small and experienced class, we were able to move more rapidly and finish the course half a day early.

Guest Speakers

4. All speakers were our regular representatives.

Student Critiques

5. Attached herewith. The comments of [REDACTED] who took the course at his own request, seem particularly worth noting.

25X1A

Chief Instructor's Comments

6. This group, as compared with the students in the first section, were considerably more experienced in Records procedures and their practical application. Class discussions were a good deal livelier and more informed, sometimes becoming a seminar in which there was a frank discussion of mutual problems.

[REDACTED]

Chief Instructor

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Attachments

- A. Course Schedule
- B. Student Roster
- C. Course Critiques

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